

## **Executive Director**

### **About our organization:**

Gryphon Place, as a nationally recognized crisis center, has changed the lives of thousands of people throughout the area over the past 40 years. A unique agency whose services cross all social and economic boundaries, Gryphon Place connects people to information, resources, and support systems to assist in handling crises and meeting life challenges.

### **Job Summary:**

The Executive Director has overall strategic and operational responsibility for Gryphon Place programs, policies and procedures, and contractual and legal obligations. The Executive Director shall conduct Gryphon Place business in accordance with its values, vision, and mission.

### **Primary Responsibilities:**

- Ensure the organization has a strategy to achieve its mission and makes consistent progress toward achieving strategic goals
- Provide general oversight of all operations and assure program excellence through implementation of policies, quality controls, and regular evaluation
- Create a strong brand presence with stakeholders, including funders, community organizations, partners, donors, and clients using communication tools which include website management and social media
- Ensure adequate funds are available to permit the organization to carry out its work
- Follow sound financial practices and generally accepted accounting principles (GAAP) to safeguard corporate assets and provide accurate information upon which to base management decisions

### **Job Requirements:**

- Minimum of a Master's degree
- 7 years of experience working in the human services field
- 4 years of management experience

Interested candidates should apply by sending their resume and cover letter to [GAdmin@gryphon.org](mailto:GAdmin@gryphon.org). For more information, please visit our website at [gryphon.org](http://gryphon.org)